



**National Protection Officer  
Al-Hawija district  
Kirkuk, Iraq**

**Nonviolent Peaceforce (NP) is a dynamic, international non-governmental organization. We work to reduce violence and protect civilians in countries affected by violent conflict and its aftermath.**

**NP is seeking four (4) highly motivated and skilled National Protection Officers to implement civilian protection and violence-prevention programming for those affected by conflict in Iraq.**

**The post is based in al-Hawija town, with frequent travel to other field locations.**

#### **KEY OBJECTIVES/RESPONSIBILITIES:**

##### **A. Commitment to NP Principles**

- Know and understand the NP mandate, principles and values and actively commit to upholding and advocating for them both inside and outside of working hours
- Serve as a community role model for peaceful co-existence and nonviolence, and maintain a positive image of the organisation in the community at all times
- Be available for emergencies in the office or field

##### **B. Project Implementation / Programming**

- ***Information gathering and contextual analysis***
  - Assist with information gathering and verification, and context analysis
  - Proactively engage with all stakeholders in conflict (local community leaders, government authorities, police, army, non-state armed groups, and NGOs) to identify on-going and potential issues in the community that may trigger violence
- ***Community engagement***
  - Lead participatory meetings so as to support communities to apply NP principles and civilian protection mechanisms to improve their own security
  - Conduct check-in calls and follow-up visits with community protection actors to assess their security situation and offer support in case of challenges with the implementation of protection mechanisms and security concerns
- ***Training***
  - Assist with the development of new programming concepts and training modules
  - Co-facilitate trainings and workshops
- ***Translation***
  - Assist with written translation of training materials
  - Provide oral translation during workshops and meetings
- ***Protective presence, accompaniment and other interventions***
  - Provide protective presence in situations where and when an incident may occur or has happened and which is a direct threat to peace and stability of the community while upholding the principle of non-partisanship
  - Provide protective accompaniment to civilians at risk
  - Assist in designing strategic interventions meant to mitigate conflict and protect civilians
  - Manage cases of individuals who are vulnerable or under threat, including working with other service providers and managing a follow-up process.

### C. Administration & Operations

- **Reporting**
  - Report all work activities according to the set procedures and standards of the Team Leader
  - Participate in team meetings, debriefs and strategy sessions, implementing recommendations arising from lessons learnt
- **Security**
  - Contribute to security assessments and contribute to the maintenance of security for the NP office and equipment
  - Ensure all project work is consistent with agreed safety and security policies and procedures
- **Logistics/Finance**
  - Assist with procurement of supplies or other logistical matters when delegated by the Team Leader
  - Handle operational funds in compliance with financial procedures; account for team cash managed by finance focal person

### D. Other

- Perform any other work-related duties that may be assigned by the Team Leader

## QUALIFICATIONS AND COMPETENCIES:

### A. Education, Knowledge and Experience

- Strong commitment to the safety and security of civilians
- Good knowledge and understanding of the conflict context in Iraq, and in the area of duty
- Strong ability to proactively engage and build relations with armed actors, IDPs, government officials, national and international INGOs, service providers, etc.
- Experience of working with civil society actors or NGOs is an advantage

### B. Skills

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|----------------------------------|--|
| Independent Judgment/Analytical: | <ul style="list-style-type: none"> <li>• Ability to manage information with discretion</li> <li>• Ability to set priorities, solve problems and analyse data</li> </ul>  |
| Interpersonal:                   | <ul style="list-style-type: none"> <li>• Ability to work in a multi-cultural environment</li> <li>• Proven ability to build relationships</li> <li>• Genuine commitment and interest in living and working at the community level</li> <li>• Flexibility, reliability and stress resilience</li> </ul> |
| Languages:                       | <ul style="list-style-type: none"> <li>• Ability to interact confidently with and present information effectively to colleagues and external contacts in verbal and written English</li> <li>• Proficiency in local languages required</li> </ul>  |
| Information Technology:          | <ul style="list-style-type: none"> <li>• Proficiency with the Microsoft Office suite desirable</li> </ul>  |

### C. Other Specialised Requirements

- Willingness and ability to conduct field visits, including overnighing in the communities. This position is physically demanding.
- This position is open to nationals of Iraq only.
- Candidates from al-Hawija town and district highly desired.

### HOW TO APPLY

- Candidates meeting the above requirements are requested to visit our website <https://nonviolentpeaceforce.org/about/work-with-us> to download and complete the NP Application to accompany your CV (max. 2 pages) and cover letter (max. 1 page). Incomplete applications will not be considered.
- The closing date for applications is **Saturday, 17 October 2020**
- This is urgent recruitment. A candidate may be identified before the closing date
- As part of the recruitment process, shortlisted candidates may be asked to complete a written assignment and if successful, participate in an interview process

### Special Notice:

Nonviolent Peaceforce is committed to achieving 50/50 gender balance in its staff at all levels. Female candidates are strongly encouraged to apply for this position. However, all qualified applicants regardless of their gender, race, disability, sexual orientation, or age, will be considered for this opportunity. Nonviolent Peaceforce acknowledges the duty of care to safeguard and promote the welfare of employees, contractors, volunteers, interns, beneficiaries and other stakeholders and is committed to ensuring safeguarding practise reflects statutory responsibilities, government guidance and complies with best practice in the Humanitarian and Development sector.